



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 5040.1
ITC02H

14 Jan 2004

SPAWARINFOTECHCEN INSTRUCTION 5040.1

Subj: ZONE INSPECTION PROGRAM

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Zone Inspection Quarterly Schedule
(2) Zone Inspection Criteria

1. Purpose. To establish zones and the interval for material inspection of work spaces at the Space and Naval Warfare System Command Information Technology Center, New Orleans (SPAWARINFOTECHCEN). It further provides criteria for Zone Inspection Team to use during the zone inspection. In addition to equipment condition, work spaces shall be inspected for cleanliness, physical security, fire hazards, and safety hazards.
2. Schedules. Zone inspections will be held at 0900 every Wednesday of each calendar month. The zone inspection schedule will ensure that each building is inspected quarterly. Zones are identified in Enclosures (1).
3. Inspection Criteria. Enclosure (2) provides a general set of zone inspection guidelines. While the enclosure is not comprehensive, it provides the employee and manager with the basis to prepare for the inspection. Zone inspectors shall particularly note previously reported discrepancies. The inspectors shall inspect areas for cleanliness/housekeeping, fire hazards, safety, physical security, and damaged equipment discrepancies.
4. Inspection Team. The personnel composition is determined by the Executive Officer, who will head the team. Representatives from Facility, Safety, Security, as well as a recorder, will be members of the team.
5. Area Responsibility. Each floor shall assign an Area Supervisor. Assignment will be made based on occupancy of the floor. The Department or Program with the largest number of occupants within a floor will be designated the responsible party for that floor.
6. Responsibilities
 - a. The Executive Officer shall:
 - (1) Publish the date and time of zone inspections.
 - (2) Ensure zone inspections are conducted in such a manner that each building is visually inspected at least quarterly.
 - (3) Participate as Zone Inspector and head of the Zone Inspection Team.
 - (4) Review reports of discrepancies and corrective actions and make appropriate reports to the Commanding Officer.

14 Jan 2004

b. Area Supervisor shall:

- (1) Prepare and monitor spaces for zone inspections.
- (2) Furnish the inspectors with a list of discrepancies noted in the area.
- (3) Provide personnel to assist inspectors if required.
- (4) Review inspection reports, and ensure that discrepancies noted within the area are corrected.
- (5) Maintain inspection report files.

c. Facility Manager shall:

- (1) Review discrepancies from the zone inspection and ensure corrective action is taken. Deficiencies not immediately correctable should be recorded and monitored until the deficiencies are corrected. Submit report to the Executive Officer within five working days after inspection.
- (2) Maintain an auditable record indicating that all spaces in each building have been inspected at least once a quarter.
- (3) Designate the number of zones, zone boundaries, and inspection routes to ensure direct access and logical order to all spaces in the zone are covered.
- (4) Forward inspection results to effected Departments (Security, Safety, and Facilities) as noted by the recorder, for incorporation into training and lessons learned.

d. Recorder shall:

- (1) Furnish the Facility Manager with a list of discrepancies noted during the inspection.
- (2) Annotate major area of concern (Security, Safety, and Facilities, etc).

e. Personnel shall:

- (1) Prepare and monitor daily workspaces.
- (2) Assist in zone inspection if required.

7. Procedures.

a. At the designated time for zone inspection, the inspector and team members shall immediately assemble at the location designated by the Executive Officer.

b. Special instructions may than be provided to the team for the current inspection.

8. Report of Inspection. Upon completion, the Recorder shall list the discrepancies noted during the inspection, and submit report to the Facility

Manager. The findings shall be consolidate into a composite report and submitted to the Executive Officer within five working days. The signed copy by the Executive Officer will be provided to the Area Supervisors for corrective action within their scope. A copy of the report will be forwarded to the designated Department Heads for incorporation into training or lessons learned. Discrepancies beyond the area supervisor scope shall be turned over to the Facility Manager for action.



PEGGY A. FELDMANN

Distribution: (SPAWARINFOTEHCENINST 5218.1A)
All SPAWARINFOTEHCEN Employees

14 Jan 2004

ZONE INSPECTION QUARTERLY SCHEDULE

JAN (BUILDING 2)	1 st Week	1 ST and 2 nd Floor
	2 nd Week	3 rd Floor
	3 rd Week	4 th Floor
	4 th Week	5 th Floor
FEB (BUILDING 3)	1 st Week	1 ST Floor
	2 nd Week	2nd Floor
	3 rd Week	3 rd and 4 th Floor
	4 th Week	5 th Floor
MAR (BUILDING 4)	1 st Week	1 ST and 2nd Floor
	2 nd Week	3rd Floor
	3 rd Week	4 th Floor
	4 th Week	5 th Floor
APR (BUILDING 2)	1 st Week	1 ST and 2 nd Floor
	2 nd Week	3 rd Floor
	3 rd Week	4 th Floor
	4 th Week	5 th Floor
MAY (BUILDING 3)	1 st Week	1 ST Floor
	2 nd Week	2nd Floor
	3 rd Week	3 rd and 4 th Floor
	4 th Week	5 th Floor
JUN (BUILDING 4)	1 st Week	1 ST and 2nd Floor
	2 nd Week	3rd Floor
	3 rd Week	4 th Floor
	4 th Week	5 th Floor
JUL (BUILDING 2)	1 st Week	1 ST and 2 nd Floor
	2 nd Week	3 rd Floor
	3 rd Week	4 th Floor
	4 th Week	5 th Floor
AUG (BUILDING 3)	1 st Week	1 ST Floor
	2 nd Week	2nd Floor
	3 rd Week	3 rd and 4 th Floor
	4 th Week	5 th Floor
SEP (BUILDING 4)	1 st Week	1 ST and 2nd Floor
	2 nd Week	3rd Floor
	3 rd Week	4 th Floor
	4 th Week	5 th Floor

ZONE INSPECTION QUARTERLY SCHEDULE

OCT (BUILDING 2)	1 st Week	1 st and 2 nd Floor
	2 nd Week	3 rd Floor
	3 rd Week	4 th Floor
	4 th Week	5 th Floor
NOV (BUILDING 3)	1 st Week	1 st Floor
	2 nd Week	2 nd Floor
	3 rd Week	3 rd and 4 th Floor
	4 th Week	5 th Floor
DEC (BUILDING 4)	1 st Week	1 st and 2 nd Floor
	2 nd Week	3 rd Floor
	3 rd Week	4 th Floor
	4 th Week	5 th Floor

ZONE INSPECTION CRITERIA

1. Inspection Areas. All spaces within a zone will be inspected. This will include individual work spaces, conference rooms and printing areas, break rooms, common areas (hallways, stairwells, restrooms) and communications, also Heating, Ventilation, and Air Conditioning (HVAC) rooms.
2. Electrical Devices. Personal electrical devices are permitted in the individual work spaces. Radios, clocks, and pencil sharpeners are all examples of acceptable electrical devices. For safety and health purposes, no food or beverage preparation devices or food, beverage, or space heating devices will be permitted in individual work spaces. Personal refrigerators are permitted (in offices only) as long as they do not create a safety hazard or impede movement.
3. Individual Work Space Criteria. All individual work spaces shall present a neat and businesslike appearance. All equipment will be in working order. Standard safety and security items will be inspected. Plants and other personal items will be confined the work space and not cause disruption to the surrounding work spaces. Paper, boxes and other work items will not create a safety or fire hazard and will not impede free movement into and out of the space for emergency purposes.
4. Conference Rooms and Printing Areas. Conference rooms and printing areas shall present a neat and businesslike appearance. Equipment will be in working order. Paper and document storage areas will be maintained in an orderly manner.
5. Break Rooms. Break rooms will be maintained in a sanitary manner. Refrigerators will be free of spills and provide safe and clean storage for food. Sinks and counters will be cleaned and ready for food preparation. All electrical devices will be checked for UL labels and appropriate power sources. All electrical devices will be in proper working order.
6. Common Spaces. Common spaces will be clear of obstructions and present a proper businesslike appearance. No equipment, trash, or storage containers will be present. Evacuation bills and safety devices will be present, properly serviced and in operation.
7. Communications and HVAC rooms. All facilities support rooms will be locked and accessed on by authorized means. Spaces should be clean and free from inappropriately stored items. All work related items should be stored in a safe manner.
8. Additional Inspection Requirements. New and emergent inspection items will be verbally communicated to the Area Supervisors and Department Heads as they are identified. All directed additions to the inspection criteria would be applied to the inspection process at the time of identification. This enclosure will only be updated as the related instruction is updated annually.